

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number WA4-12				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-W-16-009			Contract Period 04/18/2016 To 04/17/2020 Base Option Period Number 3			Title of Work Assignment/SF Site Name				
Contractor Abt Associates Inc.					Specify Section and paragraph of Contract SOW					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 04/18/2019 To 04/17/2020					
Comments: Initiating Work Assignment for Abt WA 4-12. The Contractor shall submit a work plan within 30 days of receipt of the work assignment.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: Cost/Fee: LOE: 04/18/2016 To 04/17/2020										
This Action: 										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee LOE:										
Cumulative Approved: Cost/Fee LOE:										
Work Assignment Manager Name William Wooge <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-8476 FAX Number:			
Project Officer Name Christina Guthrie <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-8846 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Genine McElroy <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-4746 FAX Number:			

Statement of Work, Work Assignment 4-12: EPA Office of Science and Coordination Policy
Websites Support: Endocrine Disruptor Screening Program, FIFRA Scientific Advisory Panel (SAP), and TSCA Scientific Advisory Committee on Chemicals (SACC)

Work Assignment Manager

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Exposure Assessment Coordination & Policy Div.
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Alternate Work Assignment Manager

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Courier: Room 4106G, EPA East Bldg.,
Constitution Ave. and 12th St. NW,
Washington DC

Labor Hours: Base of 100 LHs. Additional work will be ordered in increments of 50 LHs.

Purpose:

The purpose of this work assignment is to provide technical support to the Office of Science Coordination and Policy (OSCP) in EPA's Office of Chemical Safety & Pollution Prevention (OCSPP) for developing and managing web content for the Endocrine Disruptor Screening Program (EDSP), the FIFRA Scientific Advisory Panel (SAP) and Toxic Substances Control Act Scientific Advisory Committee on Chemicals. The Contractor shall provide technical assistance in developing and publishing information on OSCP websites in accordance with all EPA Web standards, procedures and policies regarding publishing on EPA's website (see <https://www.epa.gov/web-policies-and-proceduresguidelines>) including EPA's One EPA Web structure ([One EPA Web Guidance](#)), announced by Deputy Administrator Bob Perciasepe on November 1, 2012. All web publishing to OSCP websites shall conform to the One EPA Web structure, which will:

- Provide easier access to information about environmental issues and the work we are doing;
- Improve EPA's transparency and openness to our audiences;
- Provide a single, consolidated resource for priority topics; and
- Create more relevant content for specific audiences.

Task 1: Work Assignment Management

General Requirements:

EPA shall order work via technical directive.

1. The contractor shall manage all aspects of this work assignment.
2. The contractor shall provide the EPA WA COR with the work plan within seven (7) business days following the receipt of this work assignment.
3. The contractor shall ensure the work is conducted by qualified individuals with the expertise and experience to develop and manage content on EPA websites, preferably with OSCP websites.
4. For Tasks 2 and 3, The Contractor shall follow all EPA Web standards, procedures and policies regarding publishing on EPA's website (see <https://www.epa.gov/web-policies-and-procedures/policies-and-procedures>).
 - a. EPA Web Standards
 - b. One EPA Web Guidance
 - c. EPA Web Policies and Procedures
 - d. EPA Web Governance

All software application and web-based deliverables shall be compliant with the §508 accessibility standards of the Rehabilitation Act of 1973 (Act) (see EPA [Policy: Accessible Electronic and Information Technology Standards, Procedures and Guidance: Accessible Electronic and Information Technology](#)). Software application deliverables will be in compliance with the §508 standards if they meet paragraphs (a) through (l) of §1194.21 of the Act. Web-based deliverables will be in compliance with the §508 standards if they meet paragraphs (a) through (p) of §1194.22 of the Act. When preparing these deliverables, the Contractor shall refer to the most recent version of the §508 standards, which can be found at: <http://www.access-board.gov/sec508/guide/index.htm>. The Contractor shall demonstrate §508 compliance of web-based deliverables by submitting a printout from a reputable §508 compliance software package showing that all priority 1 accessibility requirements have been met. The Contractor shall identify the software package and version used if this information is not listed on the printout.

5. Labor rates proposed must be in accordance with Option Period 3 of contract EP-W-16-009.
6. A Quality Assurance Project Plan is not required.
7. This work assignment does not involve the use of Confidential Business Information (CBI).

Technical Requirements:

In order to successfully perform the work in this work assignment, the contractor shall:

1. Ensure compliance with the timeline and milestones.
2. Ensure the overall quality of the work;

3. Prepare monthly technical and financial progress that will include a complete accounting of the progress made and hours spent (by individual and professional level) and costs, issues encountered and resolved; and anticipated progress and expenditures for the next monthly reporting period;
4. Immediately notify the WA COR if the contractor has reason to believe deliverable date(s) cannot be met.

Budget Requirements:

In order to successfully perform the work in this work assignment, the contractor shall:

1. Immediately inform the WA COR if and when any hours or cost for any task has exceeded or is expected to exceed the contractor estimate by >10%;
2. Immediately inform the WA COR of any problems that may impact progress, budget, or schedule;
3. Notify the WA COR immediately when 75% of the Government approved hours or approved LH costs have been incurred (including unbilled hours and costs);
4. Not exceed eight (8) hours per month for billing work for Task 1 unless special circumstances arise and are communicated to and approved by the WA COR.

Communication Requirements:

In order to successfully perform the work in this work assignment, the contractor shall:

1. Schedule and conduct biweekly teleconference calls with the WA COR to discuss the status of the work conducted under each task, review the priorities of the work including any issues with respect to schedule slip or cost overruns.
2. Provide the WA COR with a detailed monthly technical and financial report including a summary of any issues and how they were resolved, and summaries of phone calls and decisions or guidance provided by the WA COR.
3. Maintain a cumulative electronic record of all communications between the contractor and EPA and provide it to the WA COR within two (2) months following the conclusion of the work assignment
4. All communications should be addressed to the WA COR with copies provided to the Alternate WA COR.

Task 2: Development and Management of the Endocrine Disruptor Screening Program's Website

1. EPA shall order work via technical directive.
2. The Contractor shall draft and manage content for the EDSP website (<https://www.epa.gov/endocrine-disruption>) based on the technical direction provided by the Environmental Protection Agency's Task Order Contracting Officer's Representative for this work assignment (WA COR).
3. The Contractor shall follow all EPA Web standards, procedures and policies regarding

publishing on EPA's website (see <https://www.epa.gov/web-policies-and-procedures/policies-and-procedures>) as described in Task 1.

4. Activities include, but are not limited to:
 - a. Organizing content on the EDSP website
 - b. Updating content on the EDSP website (e.g., revising the content on existing webpages or creating new linkages to other webpages).
 - c. Posting materials (or adding linkages) on the EDSP website, e.g., Comprehensive Management Plan, Annual reports, and new EDSP guidance documents.
 - d. Creating graphics that can be used to facilitate understanding of the EDSP, e.g., graphs, charts, and workflow diagrams.
 - e. Developing other relevant EDSP content.
5. Draft materials shall be posted to the applicable website/or related websites (in a "sand box") for review by the EPA WA COR.
6. Final materials shall be posted to the applicable website and/or related websites following review and approval by the EPA WA COR.

Task 3: Development and Management of the FIFRA SAP and TSCA SACC

1. EPA shall order work via technical directive.
2. The Contractor shall draft and manage content for the FIFRA SAP and TSCA Scientific Peer Review Panel Websites (TSCA SACC) based on the technical direction provided by the EPA's WA COR.
3. The Contractor shall follow all EPA Web standards, procedures and policies regarding publishing on EPA's website (see <https://www.epa.gov/web-policies-and-procedures/policies-and-procedures>) as described in Task 1.
4. Activities include, but are not limited to:
 - a. Organizing and updating content on each website, e.g., meeting materials
 - b. Posting content (or adding linkages) on each website
 - c. Creating graphics that can be used to facilitate understanding of FIFRA SAP and TSCA Scientific Advisory Committee on Chemicals, EDSP, e.g., graphs, charts, and workflow diagrams.
 - d. Developing other relevant content.
5. Draft materials shall be posted to the applicable website/or related websites (in a "sand box") for review by the EPA WA COR.
6. Final materials shall be posted to the applicable website and/or related websites following review and approval by the EPA WA COR.

DELIVERABLES:

Tasks	Deliverable	Due Dates
Task 1 – Work plan and cost estimate, Kick-off meeting	<ol style="list-style-type: none"> 1. Work plan 2. Kick-off meeting 3. Detailed monthly technical and financial report 	<ol style="list-style-type: none"> 1. 7 business days following receipt of the work assignment. 2. Approximately 10 business days following receipt of the work assignment. 3. 15th of the month
Task 2 & 3 – Website Content	<ol style="list-style-type: none"> 1. Draft materials (posted to “sand box”) 2. Final materials 	<ol style="list-style-type: none"> 1. Draft: 2 weeks following review and direction by the WA COR 2. Final: 2 weeks following review and direction by the WA COR

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number WA4-16				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-W-16-009			Contract Period 04/18/2016 To 04/17/2020 Base Option Period Number 3			Title of Work Assignment/SF Site Name				
Contractor Abt Associates Inc.					Specify Section and paragraph of Contract SOW					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 04/18/2019 To 04/17/2020					
Comments: Initiating Work Assignment for Abt WA 4-16. The Contractor shall submit a workplan within 30 days of receipt of the work assignment.										
<input type="checkbox"/> Superfund					Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
04/18/2016 To 04/17/2020										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Lisa Faeth <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-7893 FAX Number:			
Project Officer Name Christina Guthrie <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-8846 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Genine McElroy <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-4746 FAX Number:			

WORK ASSIGNMENT

Title: TSCA Public Meeting Support

Contract No.: EP-W-16-009

Work Assignment Number: 4-16

Period of Performance: 4/18/2019-4/17/2020

Estimated Level of Effort: 225 hours

Project Officer: Christina Guthrie, 202-564-8846, Guthrie.christina@epa.gov

Work Assignment Manager (WAM): Lisa Faeth, faeth.lisa@epa.gov, 202-564-8191

Alternate Work Assignment Manager (Alt WAM):

Background and Purpose:

EPA's Office of Pollution Prevention and Toxics (OPPT) implements the Toxic Substances Control Act (TSCA), the Pollution Prevention Act (PPA), and other laws. As part of the implementation of TSCA as amended by the Frank R. Lautenberg Chemical Safety for the 21st Century Act, EPA periodically holds public meetings and webinars. The purpose of this work assignment is for the contractor to provide support for TSCA public meetings, webinars, and web and other communications. Please visit the following website for a description of past EPA meetings and webinars: <https://www.epa.gov/assessing-and-managing-chemicals-under-tsca/meetings-and-webinars-amended-toxic-substances-control>

Tasks and Deliverables:

Section 508 compliance requirements. All deliverables shall be in compliance with Section 508, Accessibility Standards of the Rehabilitation Act, of 1973 and Amendments of 1998. When preparing deliverables, the contractor shall refer to the most recent version of the 508 Standards at: <http://www.access-board.gov/sec508/guide/>.

Task 1 - Prepare Workplan

The contractor shall prepare a work plan which outlines, describes and includes the technical approach, resources, timeline and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

Task 2 – Meeting Support [Contract SOW, Task 2]

The contractor shall provide general meeting support for the development and conduct of TSCA public meetings, including meeting organization; room location, reservation, and rental; registration (e.g., creating an Eventbrite site and sending periodic registration updates to EPA, and includes registration of individuals who would like to speak at the meeting); webinar support; on-site meeting support (e.g., staffing a registration table, running webinar, providing placards and other materials, moderation or

facilitation, note taking, meeting recording, and tracking registrants who will speak/provide comments at the meeting); and post-meeting support (including transcripts and meeting summaries). This support may also include the need to pull and summarize comments related to the meetings from the docket.

The contractor shall provide general support for the development and conduct of webinars, and web and other communications.

When attending meetings, contractor employees shall wear name tags identifying their names and the companies they represent, and orally identify themselves and their companies before meetings begin.

For purposes of the work plan, the contractor shall assume providing full meeting support, described above, for **two** public meetings of 1-2 days per meeting.

Work will be initiated by the WAM via written technical direction. The technical direction will include the specific meeting support needed. Deliverables and schedule under Task 2

In addition to the specific tasks summarized in Table 1, other deliverables and schedule in support of this task will be provided by the WAM in written technical direction.

Table 1: SCHEDULE FOR DELIVERABLES:

The contractor shall provide the following specific deliverables to the EPA WAM:

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
TSCA public meeting support			
Task 2:	<ul style="list-style-type: none"> • Locate, reserve, and rent room • Assist with meeting registration • Summarize and document proceedings (i.e., note-taking), • Track registrants who will speak (provide comments) at the meetings • Provide webinar support • Provide on-site meeting support (i.e., staff registration table, provide placards, • Post-meeting support (i.e., provide transcript and summary, pull and summarize comments from docket) • Provide support for web and other communications 	As directed by WAM	As directed by WAM

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number WA5-01				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-W-16-009			Contract Period 04/18/2016 To 04/17/2021 Base Option Period Number 4			Title of Work Assignment/SF Site Name TSCA New and Existing Chemical				
Contractor Abt Associates Inc.					Specify Section and paragraph of Contract SOW J.1					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 04/18/2020 To 04/17/2021				
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
04/18/2016 To 04/17/2021				0						
This Action:				0						
Total:				0						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Lynne Blake-Hedges <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-8807 FAX Number:				
Project Officer Name Sheila Brown <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-4651 FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name Erin M. Ridder <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2155 FAX Number:				

STATEMENT OF WORK
Contract EP-W-16-009
Work Assignment 5-01

TITLE: TSCA New and Existing Chemical Economic Support

<u>Work Assignment Contracting Officer Representative (WACOR)</u> Lynne Blake-Hedges, Economist Economic and Policy Analysis Branch Chemistry, Economics and Sustainable Strategies Division Phone: (202) 564-8807 Email: blake-hedges.lynne@epa.gov	<u>Alternate Work Assignment Contracting Officer Representative (Alt WACOR)</u> William Silagi Economic and Policy Analysis Branch Chemistry, Economics and Sustainable Strategies Division Phone: (202) 564-8788 Email: silagi.william@epa.gov
U.S. Mail: U.S. EPA (7406M), 1200 Pennsylvania Ave, Washington DC 20460 Courier: EPA East Rm 5326, 1201 Constitution Ave NW, Washington DC 20004	

LEVEL OF EFFORT

This approximate LOE for this work assignment is 9,000 hours.

PURPOSE

Prepare economic studies to support the chemicals management program under the Toxic Substances Control Act (TSCA) including market studies and workplan chemical support, actions under Section 4, 5, 6, 8, 12, 13, 14, 21,26 and Title VI of TSCA as well as certain work supporting activities relating to program chemicals (such as mercury), models, and infrastructure (such as test cost development and analysis), and actions under Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA). Some work will be short turnaround “quick start” tasks. This continues certain work from WA 4-01, but does not duplicate work.

BACKGROUND

OPPT’s Economic and Policy Analysis Branch (EPAB) provides chemical market information and other economic analyses to support OPPT decision making under TSCA, EPCRA, and other authorities affecting toxic chemicals. “Existing chemicals” are those that have been added to the TSCA Inventory because they are in commercial production. “New chemicals” are, by definition, chemicals not on the TSCA Inventory. This work assignment is meant to cover EPAB work necessary to support OPPT and other risk evaluation and management of new and existing chemicals.

In 2012, the Agency initiated an Existing Chemicals Management Program that is expected to review identified Work Plan chemicals. Review may consist of activities including problem formulation, risk assessment, and potentially risk management under various sections of TSCA. While OPPT has moved away from an Action Plan process, work may remain on chemicals identified in Action Plans produced in the past. EPAB support on activities related to these chemicals is expected to be similar to support provided on Work Plan Chemicals. As a follow on to the Work Plan Chemical review are related risk

management actions which may include SNURs, voluntary efforts, or Section 6 regulatory actions. Actions are underway related to Trichloroethylene, Paint Removers, and 1-Bromopropane. These actions may require intensive economics work building on the work plan information.

OPPT also has ongoing and/or anticipated activities that support the Existing Chemical program including SNURs, test rules, support for information collection requests, and other economic support. Additionally, OPPT may find additional chemicals, for instance through TSCA's petition process, on which risk management or related activities pertaining to Section 4, 5, 6, 8, 12 and/or 13 are necessary as well as work on program chemicals, such as mercury. EPAB is also responsible for developing specialized economic assessments or studies such as laboratory capacity analyses; investigation of costs associated with removing the SNUR article exemption; and the development of information or tools to support economic analysis, when a need arises.

Under TSCA Title VI, EPA promulgated regulations in 2016 implementing formaldehyde emission standards for composite wood products and has made several amendments to the regulations since then. EPA may consider further revisions to the regulation in the future.

Under TSCA Section 5, companies must submit a Premanufacture Notice (PMN) or Microbial Commercial Activity Notice (MCAN) prior to commercial production of a "new chemical." For new chemicals, OPPT may require economic studies to support reviews of PMN and biotechnology submissions, and Production Volume Trigger (PVT) calculations to support TSCA Section 5(e) Consent Orders. Under TSCA Section 5(h)(4), a chemical may be exempt from full new chemicals reporting if EPA determines that the chemical or microorganism will not present an unreasonable risk. For microorganisms that qualify, a Tier I exemption provides for EPA notification 10 days before commercial production, and a Tier II exemption requires an abbreviated submission 45 days prior to commercial production. For new chemicals that have undergone relatively recent PMN review, OPPT may require studies to support Significant New Use Rules (SNURs), which are referred to as "*Batch SNURs*."

Under EPCRA Section 313 EPA has the authority to revise the reporting requirements for the Toxics Release Inventory (TRI) program, including the chemicals subject to reporting, the industries that must report, the reporting thresholds, and the data elements that are reported.

In preparation for all activities, EPAB may develop fact sheets and market studies that include basic market data or other similar materials. EPAB may also participate in the development of procedures and processes to evaluate chemicals. Furthermore, EPAB may provide other economic support for activities, including economic analyses, support for information collection requests, data gathering, data interpretation, and data/results presentation.

EPAB initiated a number of activities under the various tasks in work assignment 2-1 and this work assignment may be used to continue that work as well as initiate new work, however, no work shall be duplicated.

TASKS

For each task below, the Contractor shall:

Task 1. Work plan and monthly progress report

A. Submit a work plan describing tasks, approach, schedule, estimated direct labor hours by task and labor level, budget with costs broken down by line item; and proposed staff names, hours, and project roles.

B. Provide a table in the Monthly Progress Report with the information shown below:

Memo # and date	Date due	EPA technical Contact	Contractor lead staff	Topic	Hours		
					Allocated	Used this month	Cuml used

Through technical direction, the WACOR will identify topics to address, estimated hours for each topic, a deliverables due date, and background such as the names of EPA staff to contact for information.

C. Some work may require access to TSCA Confidential Business Information. **The manager of this work assignment, as well as any staff working on reports that involve TSCA CBI, shall be TSCA CBI cleared. They must also take supplementary CBI training designated by the EPA (Contract-level) Contracting Officer Representative. Reports based on information drawn from TSCA CBI documents must be submitted to EPA as TSCA CBI, even if the contractor believes they have excluded CBI from the report.** This is in addition to complying with all TSCA CBI requirements in the contract and in EPA's *TSCA CBI Protection Manual*.

Task 2. Quality Assurance Project Plan – Section J1 (Attachment 1), page 52, paragraph 1; Section J1 (Attachment 2), page 60.

The contractor shall submit a Quality Assurance Project Plan (QAPP) in accordance with the Agency requirements for QAPP (QA/R-5). Detailed information may be found at www.epa.gov/quality. The contractor shall update the QAPP as needed (and in any case, at least once a year). For QAPP revisions, the contractor shall provide a list summarizing changes from the prior approved QAPP.

Task 3. Market and Use Profiles and Substitutes Assessment -- Section J1 (Attachment 1 Task 1.3), page 55, paragraphs 1-3.

Prepare reports characterizing chemical markets, industry sectors, uses, and substitutes and revise the reports in response to WACOR comments. The studies will typically be produced over a short period, although there may be some longer-term reports focusing on particular uses or on particular market areas. Analyses may include both a comprehensive market analysis and an abbreviated summary to be used within the Agency's risk evaluation process for the chemical. It may also include developing information that can be included in exposure assessments such as product identification and formulations. EPA has initiated profiles for 10 high priority chemicals, 20 low priority chemicals and expects to continue work on them as well as initiate 20 additional high priority chemicals. This task will continue, but not duplicate, that work. Similar work may be needed for industry requested risk evaluations.

To estimate work plan costs, assume EPA will initiate work on twenty new high priority market studies (fourth quarter), one industry requested risk evaluation, and continue minor work on studies for high priority and continue support on the chemicals that have already been started.

Task 4. Existing Chemical Significant New Use Rule (SNUR) Economic Analysis - Section J1

Attachment 1 task 1.2, page 54.

Prepare economic analyses for Significant New Use Rules for chemicals that have raised health or environmental concerns. The contractor shall perform the following steps:

- a) Prepare SNUR Economic Analyses. If a similar prior SNUR economic analysis exists, use it as a starting point, revising as needed to reflect the new requirements and updated unit costs;
- b) Prepare market data where needed - typically, for SNURs covering older chemicals;
- c) Estimate the costs and burden hours of performing health and environmental effects testing; and
- d) Respond to EPA and public comments and create revised reports.

The SNUR chemicals and report due dates will be identified by the WACOR through technical direction.

To estimate work plan costs, assume EPA will continue work on one SNUR analyses for final rules on chemicals still in production and with defined significant New Uses, and one economic analysis for a “dead chemical” SNUR.

Task 5. TSCA Section 4 Testing Order Economic Analysis - Section J1-Attachment 1 Task 1.1, page 54.

Prepare economic analyses to support rule making under TSCA Section 4 requiring submission of testing data. The contractor may be required to perform the following:

- a) Prepare economic analysis of the costs and benefits of the rule;
- b) Estimate costs and burden for required testing under TSCA Section 4; and
- c) Respond to EPA and public comments and create revised reports.

To estimate workplan costs, assume there will be one Section 4 cost and burden analyses required for this WA.

Task 6. TSCA Section 6 related Economic Analysis - Section J1 - Attachment 1 task 1.2, page 54-55 paragraph 4.

Prepare economic analyses to support risk prioritization, further risk evaluation (beyond market studies in task 3) and risk management actions under TSCA Section 6.

To estimate work plan costs, assume there will be data collection and initial work on ten chemicals for risk evaluation and management (this is in addition to work under task 3) and additional risk management support work for the five PBT chemicals for this WA.

Task 7. TSCA Section 8 Rule Development and Support - Section J1-Attachment 1 task 1.4, page 55.

Prepare economic analyses to support rule making under TSCA Section 8.

To estimate work plan costs, assume there will be work on two Section 8(a) rule analyses.

Task 8. Support for ICR Development and Renewal - Section J1-Attachment 1 task 1.6, page 56.

Prepare economic analyses to support Information Collection Requests (ICRs).

To estimate work plan costs, assume there will be two ICR renewals under this WA.

Task 9. Support for models, tools, infrastructure, and special studies - Section J1-Attachment 1 task 1.6, page 59; Task 3.1 p. 59; Task 3.3 page 59.

Prepare materials related to model development, use of models, various infrastructure materials such as test cost spreadsheets and databases and tracking systems, and special studies such as laboratory capacity studies.

To estimate the work plan costs, assume there will be updates to EPAB's market profile guidance document.

Task 10. New Chemicals economic support - Section J1-Attachment 1 task 1.2, page 54.

Prepare and/or analyze economic information to support new chemical work, including new chemical SNUR Economic Analysis; Biotech Exemption Rule economic analysis; and other new chemical economic support for PMNs, PVTs, and MCANs.

New Chemical Significant New Use Rule (SNUR) Economic Analysis: Prepare economic analyses for Significant New Use Rules for new chemicals that have raised health or environmental concerns. SNURs may be promulgated through an expedited rulemaking that covers several dozen chemicals that are relatively new and were the subject of PMNs. The contractor may be required to perform the following steps:

- a) Prepare SNUR Economic Analyses. If a similar prior SNUR economic analysis exists, use it as a starting point, revising as needed to reflect the new requirements and updated unit costs;
- b) Estimate the costs and burden hours of performing health and environmental effects testing;
- c) Compare and analyze methods and data used in various SNUR EAs and other EPAB reports, such as the related Information Collection Requests (ICRs); and
- d) Develop other new information, "how-to" guides, and other tools and methodologies for preparing SNUR EAs.

The SNUR chemicals and report due dates will be identified by the WACOR through technical direction.

Biotech Exemption Rule: Prepare economic reports in support of rulemakings under TSCA 5(h)(4) to list specified intergeneric microorganisms as candidates for exemption from full new chemicals reporting under the Tier I and Tier II exemption regulations described in "Microbial Products of Biotechnology; Final Regulation Under the Toxic Substances Control Act; Final Rule," Federal Register, April 11, 1997, Volume 62, pages 17910+.

Other New Chemicals support: Support preparation of economic reviews for MCANs, PMNs, and other new chemicals submissions. Support preparation of PVTs for TSCA Section 5(e) Consent Orders. The specific MCANs, PMNs, and PVT tests will be identified by the WACOR through technical direction.

To estimate the work plan costs, assume one MCAN, one PMN SNUR economic analyses covering 25 chemicals each.

Task 11. TRI Rule Analyses

Prepare economic analyses to support rule making activities related to the TRI program under EPCRA Section 313 -- Section J1-Attachment 1 task 1.6, page 56.

To estimate the work plan costs, assume one TRI listing petition and one delisting petition.

Task 12. Supplementary Economic Analysis Related to New and Existing Chemicals – Section J.1, task 1.6, para 1-6, page 56; Section J.1, task 3.3, para 1, page 59

Prepare additional economic analyses, supplementary research memos and reports, and materials suitable for sharing research results through briefings or on-line, on topics related to the economic analysis of new and/or existing chemicals. The WACOR will designate the topics to be addressed, and dates/locations of any briefings requiring support, through technical direction. Examples of supplementary analyses include the following:

- Prepare and/or analyze economic information to support existing chemical work, including preparation of presentations, analysis of economic information related to TSCA Section 21 petitions, work on new TSCA rules, and other activities;
- Revise or create reports that address comments from EPA workgroups, EPA management, Office of Management and Budget, other agencies, and the public;
- Summarize and explain the data, assumptions, and analysis from existing reports;
- Prepare economic analyses to support risk prioritization and risk management actions rule makings addressing electronic reporting under TSCA;
- Revise existing reports to reflect changes in market data, risk data, or regulatory options, and to provide sensitivity analyses;
- Summarize methods and results of economic analyses prepared under this work assignment so that the information can be used as inputs to other related EPA studies.
- Identify information needed from other EPA studies that will serve as inputs to analyses prepared under this work assignment.
- Provide economic support on program chemicals such as mercury, such as characterizing chemical markets and assessing economic issues related to environmental protection from mercury.
- Provide a written summary of points made at a meeting relevant to assessing economic impacts of EPA decisions;
- Arrange for peer review of economics reports identified by the WACOR;
- Prepare briefing handouts and visuals describing results of economic analysis conducted under this work assignment; present briefing(s) on results of economic analysis; provide additional support as needed for briefings and presentations

To estimate the work plan costs, assume economic support for one Section 21 petition.

Task 13. Project Completion.

The contractor shall submit copies of relevant background information, data and analyses used in the model development and report preparation, including referenced articles, relevant pages from books and

reports, survey questionnaires, trip reports, telephone conversations notes, correspondence, company product literature, electronic copies of final reports in MS Word, and electronic copies of spreadsheets, databases, and programs created under this work assignment. At the conclusion of this work assignment, the contractor shall give to EPA all books and reports purchased under this work assignment.

SCHEDULE OF DELIVERABLES

Task # & Deliverable	Due date
Task 1: Work plan	15 days after WA receipt
Task 2: QAPP	15 days after WA receipt or no later than one year after the approval of the previous OAPP, whichever is later
Task 3: Market Studies	Six weeks from receipt of technical direction unless otherwise specified in technical direction, but no later than 04/17/2021.
Task 4: SNUR economic analysis	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 04/17/2021.
Task 5: Test rule economic analysis	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 04/17/2021.
Task 6: TSCA §6 economic analysis	Six weeks from receipt of technical direction unless otherwise specified in technical direction, but no later than 04/17/2021.
Task 7: TSCA §8 economic analysis	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 04/17/2021.
Task 8: ICR Support	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 04/17/2021.
Task 9: Support for models, tools, infrastructure, and special studies.	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 04/17/2021.
Task 10: New chemicals economic support	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 04/17/2021.
Task 11: TRI rule analyses	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 04/17/2021.
Task 12: Supplementary Economic Analysis Related to New and Existing Chemicals	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 04/17/2021.
Task 13: Project completion	No later than 04/17/2021 or as otherwise specified in Technical Direction. It is expected that reference materials supporting any particular task will be due no later than the conclusion of that task.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number WA5-02				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-W-16-009			Contract Period 04/18/2016 To 04/17/2021 Base Option Period Number 4			Title of Work Assignment/SF Site Name Green Chemistry				
Contractor Abt Associates Inc.					Specify Section and paragraph of Contract SOW 2.1					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 04/18/2020 To 04/17/2021				
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
04/18/2016 To 04/17/2021										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Chen Wen <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-564-8849			
							FAX Number:			
Project Officer Name Sheila Brown <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-564-4651			
							FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number:			
							FAX Number:			
Contracting Official Name Erin M. Ridder <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 513-487-2155			
							FAX Number:			

STATEMENT OF WORK
EP-W-16-009
Work Assignment 5-02

TITLE: Green Chemistry

Work Assignment Contracting Officer Representative (WACOR):	Alternate Work Assignment Contracting Officer Representative (Alt WACOR):
Chen Wen Program Analyst Prevention Strategies & Implementation Branch Chemistry, Economics, and Sustainable Strategies Division Tel: (202) 564-8849 Email: wen.chen@epa.gov	Brian Clapp Environmental Protection Specialist Prevention Strategies & Implementation Branch Chemistry, Economics, and Sustainable Strategies Division Tel: (202) 564-8838; Email: Clapp.brian@Epa.gov
US Mail: U.S. EPA (7406M), 1200 Pennsylvania Ave., NW, Washington, DC 20460 Courier: EPA East Rm. 5133, 1201 Constitution Ave., NW Washington, DC 20004	

PURPOSE AND BACKGROUND:

Contractual support is required for the annual Green Chemistry Challenge Program and for the broader Green Chemistry Program. Activities include outreach, data work, and website work.

Green Chemistry includes the design, manufacture, and use of chemical products and processes that reduce or eliminate the use or generation of hazardous substances. The goal of EPA's Green Chemistry Program is to foster the research, development, and implementation of innovative chemical technologies that accomplish pollution prevention in a scientifically sound, cost-effective manner.

The present work assignment continues efforts started in 1997, most recently under 7-03. During this assignment, the Contractor shall not duplicate any work performed under previous work assignments or contracts.

QUALITY ASSURANCE (QA):

A Quality Assurance Project Plan (QAPP) that meets ANSI standard E4-2014 is not required.

DATA REQUIREMENTS:

The Rights in Data – Special Works Clause, 52.227-17, applies to this work assignment for both technical data and software rights.

TASKS:

The tasks below describe the work required to complete the project. In preparing the workplan, please allow adequate hours for the first phase of work and note in the workplan where more hours may be needed to complete a task.

Task 1 – Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer (CO). The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The work assignment contracting officer's representative (WACOR), the Contract-Level Contracting Officer Representative (CL-COR), and the CO will review the workplan. However, only the CO can approve/disapprove, suggest revisions, or change the workplan. Official revisions will be given to the contractor by the Contracting Officer. The Contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

The EPA is currently storing outreach publications, booth panels, and other materials at its facilities. The workplan shall include a brief list of items currently stored at EPA that are necessary for the Contractor to execute the workplan and which should be transferred to Contractor facilities.

Task 2 – Green Chemistry Events and Marketing

The Contractor shall provide support to EPA's efforts to participate in, develop materials for, and conduct green chemistry events. In all tasks, the Contractor personnel shall introduce themselves as representing their own firm under contract to EPA. Specifically, the Contractor shall be responsible for the following activities:

- a. The Contractor shall send the booth and materials and shall staff the booth at the American Chemical Society (ACS) national meetings in August 2020 in San Francisco, CA and March 2021 in San Antonio, TX, and the ACS Green Chemistry and Engineering Conference at a time and place to be determined. The COR may identify additional conferences for which the Contractor shall make rental reservations or to which the Contractor is to send and staff the booth. For purposes of the work plan, the Contractor may assume that ACS national meetings will require two staff members and any other meetings will require one staff member. The Contractor shall assume that the COR will identify ONE additional conference that requires travel as well as staffing by one person.
- b. The Contractor shall make rental reservations and payments for booth space at designated conferences. The Contractor shall arrange for the transport of the green chemistry challenge booth, artwork case containing updated panels for the booth, informational materials, samples of Award-winning products, and other needed supplies and equipment to event sites. The Contractor shall store all of these items between green chemistry events. Should the artwork case be damaged or lost during shipping, use, or storage, the Contractor shall arrange for repairs or replacement at its expense. The case is the property of the Contractor. The Contractor shall send materials to participants in green chemistry events and the green chemistry program in general.
- c. The Contractor shall, when requested by the WACOR, provide assistance to promote the Green Chemistry Program, including the Green Chemistry Challenge, to members of

industry, academia, and perhaps the general public. The goals are to increase the visibility of the program and increase the number of quality nominations for the Green Chemistry Challenge Awards.

Task 3 – Support for the Green Chemistry Challenge Awards Programs

The Contractor shall perform the below tasks in support of the 2020 and 2021 Green Chemistry Challenge Awards Programs. EPA anticipates presenting the 2020 Awards on June 11, 2020, in Washington, DC. EPA plans to receive nominations for the 2020 Awards in Fall 2020 and anticipates presenting the awards in Spring/Summer 2021.

- a. The Contractor shall provide support for the Green Chemistry Challenge Awards webinar, as well as up to 5 Green Chemistry Challenge Awards winner webinars. Support activities include:
 - Create and maintain webinar registration page;
 - Record, transcribe webinar content and make content 508 compliant;
 - Assist in posting content of the webinar onto the Green Chemistry Challenge Awards webpage.
- b. The Contractor shall compile and maintain tracking information from the award nominations in a database that EPA uses to provide information for judges and to mail letters to submitters of nominations. The Contractor shall attend meetings at EPA to gather information for the tracking database during EPA's weekly nomination discussion meetings in January 2021. If requested by the WACOR, the Contractor shall expand the database to contain additional fields and records pertaining to the Green Chemistry Program.
- c. The Contractor shall assist EPA in vetting award nominees for the 2021 Challenge by performing searches of enforcement databases. Vetting has already been completed for 2020.
- d. The Contractor shall provide technical conference services for the Green Chemistry Challenge Awards ceremony to the extent that they are required by EPA. Conference services may include preparing information packages for winners and other participants and providing summaries and other logistical information from past events. Conference services exclude services such as arranging for lodging and transportation to and from the event; assisting EPA with reserving a facility; acquiring or otherwise assisting EPA with purchase requests for supplies and material; and assisting EPA in securing key participants.
- e. The Contractor shall provide one or more replacement booth panels, if needed, to keep the information current. The Contractor shall assume that two booth panels will be required during this work assignment.
- f. The Contractor shall produce outreach documents and other items to support Green Chemistry Challenge program activities. These documents may include short, simplified

summaries and lengthier descriptions of the Green Chemistry Challenge Program as well as technical information associated with the program. They may also include graphic designs. These documents shall be prepared in a manner compatible with the appropriate statutory requirements, executive orders, and EPA guidelines. The Contractor shall edit and format the documents. The Contractor shall deliver the documents to the WACOR in electronic files (or other formats if requested by the WACOR). Documents may include, but are not be limited to, Green Chemistry Awards Ceremony documents (e.g., program covers, certificates, and summaries of winning technologies), informational brochures and fact sheets, posters, and summaries of green chemistry technologies and the Green Chemistry Program. The Contractor shall revise draft documents to incorporate the WACOR's comments.

- g. The Contractor shall assume, for purposes of the workplan, that it will update the following documents based on existing templates: the 2021 nomination package (pub. date: June 2020 or earlier), the 2020 Summary Document (pub. date: June 2020), and the 1996-2020 Winners Brochure (pub. date: June 2020).
- h. The Contractor shall host photo galleries of previous Challenge Award Ceremonies and winners (including the 2020 ceremony) on its website.

Task 4 – Website

The Contractor shall assist the WACOR by developing and maintaining the One EPA Green Chemistry Program internet site in Drupal. The Contractor shall add features in areas of green chemistry to increase the usefulness of the site to the public. One such feature is a web-based database of nominated and award-winning technologies. The technical information needed for this task will be provided by the WACOR working with the Editor in Chief for the One EPA site.

The Contractor shall work with EPA staff or contractors in charge of EPA's internet site, as directed by the WACOR, so that the Contractor's services will complement, not duplicate, any provided by others. The site for the Green Chemistry Program shall conform to all appropriate statutory requirements, executive orders, and EPA guidelines. Deliverables shall comply with Section 508, where applicable. This could include support for up to 6 webinars, including any support activities, recording of webinars, and making the transcripts 508 compliant.

Task 5 –Databases and Metrics for Green Chemistry Challenge Nominations

The Contractor shall continue to design and develop a web-based database of nominated technologies that might replace some of EPA's current green chemistry tools. The WACOR may also request that the Contractor export, compile, and QC data from existing databases, including the "matrix" (database) of information from Green Chemistry Challenge Award nominations.

Task 6 – Project Completion

The Contractor shall submit copies of relevant background information, data and analyses used in report preparation, including Green Chemistry Challenge nominations, referenced articles, relevant pages from books and reports, survey questionnaires, trip reports, telephone conversation notes, correspondence, company product literature, electronic copies of final reports in Microsoft Word or other format, as requested by the WACOR, and electronic copies of spreadsheets, databases, graphics, and programs created under this work assignment. At the conclusion of this work assignment, the Contractor shall give to EPA all books, journals, periodicals, and reports purchased under this work assignment. Upon request of the WACOR, the Contractor shall return all government-furnished property to EPA.

DELIVERABLES:

The Contractor shall meet the following schedule (except as modified by technical direction):

TASK/DELIVERABLE	DUE DATE
1. Workplan	15 days after WA received
List of contractor-stored materials	15 days after WA received
2. Events: booth reservations and attendance	As required by event sponsors
Transport of booth/materials to and from conference site	In time for set-up and break-down as specified for each conference
Mailings of documents	2 weeks after request
3. Nominations database	1 week after receipt of final information for the database
Search for vetting winners	2 weeks after WA COR request
Replacement booth panels	1 week before winner announcement
Outreach support documents (draft)	10 days after request
Outreach support documents (final)	1 week after comments
4. Website	
Revisions and updates	2 days after request
New features including database	1 week after request
Support Webinars – including 508 compliance	Work on each webinar to be completed 3 weeks after webinar
5. Databases and Metrics	
Database development	1 month after request
Provide copy of database	Within three days of request
6. Documentation	September 30, 2021

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number WA5-03				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-W-16-009			Contract Period 04/18/2016 To 04/17/2021 Base Option Period Number 4			Title of Work Assignment/SF Site Name Safer Choice Program Outreach				
Contractor Abt Associates Inc.					Specify Section and paragraph of Contract SOW 2					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 04/18/2020 To 04/17/2021				
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: Cost/Fee: LOE: 04/18/2016 To 04/17/2021										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee LOE:										
Cumulative Approved: Cost/Fee LOE:										
Work Assignment Manager Name Bridget Williams <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-8558 FAX Number:			
Project Officer Name Sheila Brown <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-4651 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Erin M. Ridder <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2155 FAX Number:			

WORK ASSIGNMENT

Title: Safer Choice Program Outreach, Research, & Logistical Support

Contract: EP-W-16-009

Work Assignment Number: 5-03

Period of Performance: 4/18/2020 to 4/17/2021

Contract Level Contracting Officer Representative (CL-COR): Sheila L. Brown
Environmental Assistance Division
(202) 564-4651
Brown.Sheila.L@epa.gov

Work Assignment Level Contracting Officer Representative (WACOR): Bridget Williams
DfE Branch
Chemistry, Economics and Sustainable Strategies Division
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Williams.Bridget@epa.gov

Alternate Work Assignment Level Contracting Officer Representative (alt WACOR): Linda Rutsch
DfE Branch
Chemistry, Economics and Sustainable Strategies Division
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Rutsch.Linda@epa.gov

BACKGROUND AND PURPOSE:

EPA Office of Pollution Prevention & Toxics' (OPPT) Safer Choice program is a cooperative, voluntary program that works with industry members and other partners to promote pollution prevention and the use of safer chemicals, processes, and technologies. The Safer Choice program assists industry in making informed, environmentally responsible choices by providing technical information on risk, performance, and cost, and by providing standardized analytical tools for industry application. This work assignment pertains to Safer Choice program outreach, research, and logistical support.

The Safer Choice program encourages companies to formulate products that are effective and safer for human health and the environment. Currently, Safer Choice certifies about 2,000 products made by almost 500 companies. More information on the Safer Choice program is available on the website at www.epa.gov/saferchoice.

Safer Choice program outreach is critical to furthering the mission of EPA to protect human health and the environment. Outreach, testing, and support are needed to improve the general public's knowledge of the Safer Choice label, and to increase the use of products with safer ingredients. The work shall involve:

- Developing outreach strategies, materials, and market/consumer testing;
- Implementing and coordinating outreach strategies with internal and external stakeholders;

- Providing logistical support for Safer Choice awards programs (e.g., Safer Choice Partner of the Year Awards, DfE Safer Detergent Stewardship Initiative (SDSI), other initiatives as needs and priorities are identified);
- Providing logistical support for stakeholder meetings;
- Responding to program inquiries;
- Researching product sectors and chemicals; and
- Tracking outreach activities.

In addition to the Safer Choice program outreach activities, this work assignment also supports scoping activities for new Safer Choice product sectors, involvement in risk management activities, including Alternatives Assessments for OPPT Workplan chemicals, developing information and reports for prioritization activities and chemical assessments, and international alternatives assessment work with the Organization for Economic Cooperation and Development (OECD).

The Contractor shall attend meetings and prepare draft and final work products. EPA will provide input and review.

TASKS AND DELIVERABLES:

The WACOR will review all deliverables in draft form and provide revisions and/or comments to the Contractor. The Contractor shall prepare the final deliverables incorporating the WACOR's comments.

Section 508 compliance requirements. All deliverables shall comply with Section 508, Accessibility Standards of the Rehabilitation Act, of 1973 and Amendments of 1998. When preparing deliverables, the Contractor shall refer to the most recent version of the 508 Standards at: <http://www.access-board.gov/sec508/guide/>.

Contractor personnel shall, at all times, identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities including, but not limited to, actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan

The Contractor shall prepare a work plan which outlines, describes and includes the technical approach, resources, timeline and due dates for deliverables. The work plan shall include a detailed cost estimate by task and a staffing plan.

Task 2 – Quality Assurance Project Plan (QAPP)

The Contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following OPPT/EPA guideline. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained.

QA Requirements: A Quality Assurance Project Plan (QAPP) is required. A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or

funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> and the Contractor shall be responsible for the development and revisions to the QAPP.

The Contractor shall provide a QAPP(s) for the tasks in this work assignment within one month of workplan approval.

Task 3 - Safer Choice Program Outreach [Contract SOW, Task 2]

OPPT's Safer Choice program and initiatives encourage businesses to voluntarily incorporate environmental considerations into the design of their products, processes, and management systems. To achieve this goal, Safer Choice relies on outreach activities and information dissemination to industry participants and the public, EPA Regions, federal government laboratories, and state and local governments. Market study and consumer testing will help determine needs for better outreach.

EPA allows products that meet the Safer Choice Standard to carry the Safer Choice label. This label enables consumers to quickly identify and choose products that can help protect the environment and are safer for them and their families. Product manufacturers who become Safer Choice partners have earned the right to display the Safer Choice label on qualifying products. The Safer Choice Standard comprises the requirements products and their ingredients must meet to earn the Safer Choice label.

To help product manufacturers design and produce safer products, EPA created the Safer Chemical Ingredients List (SCIL). SCIL contains chemicals that meet the criteria of the Safer Choice program. This list of safer chemical ingredients is arranged by functional-use class and assists product manufacturers in identifying chemicals that the Safer Choice program has already evaluated and identified as safer.

The Safer Choice program has certified thousands of products and listed hundreds of safer chemical ingredients. As the program grows, communications and outreach are important for giving a clear message about the program objectives

Task 3.1: General Outreach for the Safer Choice Program

The Contractor shall prepare outreach materials for the Safer Choice program, under direction from the WACOR including, but not limited to:

- outreach strategies,
- communications plans,
- and outreach materials: including, but not limited to: presentations, factsheets, meeting/conference/tradeshow materials, graphics, and materials relating to existing/new product sectors;

The Contractor shall implement and coordinate outreach strategies with internal and external stakeholders; provide logistical support for and/or attend meetings/conferences/tradeshows; respond to program inquiries; track outreach activities; and prepare drafts of materials such as notes and follow-up documents.

Task 3.2: Safer Choice Market and Consumer Testing

The Contractor shall develop market/consumer testing; changes to the approach may be directed by the WACOR. As directed by the WACOR, the Contractor shall support compilation of information and

communications for existing chemicals work that is related to OPPT efforts on chemical prioritization, assessments, Workplan chemicals, Action plan chemicals, Safer Choice certification, or the intersection of these and/or other OPPT activities in which the DfE Branch is engaged.

Task 4: Safer Choice Awards Programs, DfE Initiatives, & Events [Contract SOW, Task 2]

The Contractor shall provide logistical support for Safer Choice awards programs (e.g., Safer Choice Partner of the Year Awards, DfE Safer Detergent Stewardship Initiative (SDSI), other initiatives and events as needs and priorities are identified);

The Contractor shall provide support in staging the Safer Choice Partner of the Year Awards in 2020. Support activities shall include:

1. Creating webpages for announcing the award program and award applications,
2. Drafting news releases and other communications related to the awards,
3. Providing support for processing award applications,
4. Provide support for compliance screening of award winners,
5. Provide support in procuring appropriate awards ceremony venue, awards materials, and other materials related to the awards program, and
6. Provide meeting support for the awards ceremony and surrounding events.

The Contractor shall accept and verify applications submitted by organizations for DfE's SDSI.

Task 5: Safer Choice Website Support [Contract SOW, Task 3.3]

The Contractor shall provide technical support for the Safer Choice Drupal-based website (www.epa.gov/saferchoice) including development of web pages and tools, maintenance, editing, and trouble shooting.

Task 6: Support Alternatives Assessments and TSCA Activities [Contract SOW, Tasks 1.2, 1.3, and 2.1]

Alternatives Assessments (AAs) may be undertaken through multi-stakeholder partnership projects. Some assessments are done in a tailored fashion, when general information on alternatives has already been gathered and researched.

General tasks for alternatives assessments include:

- Research background information on substitutes and uses;
- Provide information to support options and scoping of assessments;
- Draft chapters for the reports;
- Develop responses to comments after public comment period; and
- Update and finalize reports.

In addition, support may be needed for stakeholder meetings, note-taking during conference calls and meetings, managing distribution lists, and developing and managing partnership materials.

Task 6.1 -- Support Activities for TSCA Activities

The Contractor shall support activities related to implementation of TSCA <https://www.epa.gov/assessing-and-managing-chemicals-under-tsca> including problem formulation and risk management approaches. EPA may initiate or support alternatives assessments to help evaluate the relative hazards and chemical fate of substitutes for certain candidate priority chemicals. Activities

related to problem formulation and risk management approaches are likely to include literature and internet searching and review, market analysis (identifying trends in use, researching the value of alternatives assessment reports in different stakeholder sectors, and identifying needs for adapting outreach and communication of alternatives assessment results), summarizing relevant information, developing scoping documents, developing web pages, consultation with stakeholders, and critical discussion with EPA staff.

For purposes of cost estimation, the Contractor shall assume they will attend meetings or calls two times a month, support stakeholder meetings, and prepare brief reports projects, in addition to performing other tasks directed by the WACOR, such as phone and email communications with stakeholders, researching small topics, and summarizing relevant information.

Task 6.2 – Support Completed DfE Alternatives Assessments

The Contractor shall provide technical and communications support as directed for completed DfE Alternatives Assessments.

Task 6.3—Support identification of TSCA priority chemicals within EPA Region 5

- Support the identification of facilities using TSCA Workplan Chemicals; specifically, the top 10 currently targeted for risk assessments. Region 5 will provide information on the current list of Annex 3 Chemicals of Mutual concern identified in the Great Lakes Water Quality Agreement for potential cross reference.
- Once chemicals and their use are identified, the Contractor will develop information and outreach materials on current alternatives. Examples include informational brochures, fact sheets, and/or webinars.
- Contractor shall identify target audience (TRI reporters, CDR reporters and Biennial Hazardous Waste Reporters within Region 5), speakers, develop presentations, prepare invitations, and provide webinar logistical support.

Task 7: Conduct Scoping for New Safer Choice Product Categories [Contract SOW, Task 2.1]

The Contractor shall support efforts to open new functional use categories and new product classes in the Safer Choice program. The Contractor shall support technical research and stakeholder outreach for evaluating new sectors and identifying safer chemicals, including reviewing existing literature for life-cycle considerations, formulations, uses and applications, environmental impacts, fate and exposure pathways, marketing information, regulations, patents, novel green chemical design and other relevant information. The Contractor shall analyze the information as it relates to establishing a new product category and understanding a specific product type and associated functional uses for the Safer Choice program. The Contractor may be asked to identify experts in different product categories from industry, academia, government and other organizations in the background research. The Contractor shall also provide, if requested, support for conducting screening-level life-cycle assessments on new product categories, specific chemical ingredients, or other products or services, as described by the WACOR.

Examples of new product categories include personal care products, textile cleaning tools, pet products, children's art supplies, and 'do-it-yourself' craft supplies. Examples of specific products include shampoo, nail polish, cleaning cloths, finger paint, and craft adhesives. Examples of specific functional use chemicals include nail hardeners, pigments, plasticizers and polymers. The Contractor may be asked to evaluate products submitted for Safer Choice evaluation. This shall include providing information on whole product characteristics, such as packaging and pH, and evaluations and research

of chemical hazard endpoints, such as human health and environmental fate and toxicity related to application of the Safer Choice Standard.

The Contractor is encouraged to propose product categories with potential for impact from Safer Choice certification by encouragement of safer substitution. For purposes of cost estimation, at least four new product category investigations can be assumed to be tasked in the calendar year. The Contractor shall develop a scoping report for each new product sector, as directed by the WACOR.

Task 8: Support Activities of OECD Ad Hoc Group on Substitution of Harmful Chemicals
[Contract SOW, Task 2.1]

The Contractor shall support activities of the OECD Ad Hoc Group on Substitution of Harmful Chemicals, including updating and maintaining the OECD Substitution and Alternatives Assessment Toolbox. The Contractor shall also support other activities of the Workgroup already approved at the May 2015 Expert Workshop on Alternatives Assessment, as directed by the WACOR, which could include research, literature reviews, presentations, and reports related to alternatives assessments and substitution methods and practices. The Contractor shall also provide support for Ad Hoc Group and subgroup conference calls and meetings, as requested.

Task 9: Provide Documentation [Contract SOW, Task 2.1]

The Contractor shall submit copies of all background information, data and analyses used in the preparation of the case studies, telephone conversation notes, correspondence, company product literature, disk copies of final case studies in Word, and disk copies of spreadsheets, databases, graphics, and programs created under this work assignment.

Table 1: SCHEDULE FOR DELIVERABLES:

The Contractor shall provide the following specific deliverables to the EPA WACOR:

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
TASK 1: Workplan			
		1 document submitted through FedConnect	15 days after WA received
TASK 2: QAPP			
		1 draft document	Within one month of WP approval.
TASK 3: Outreach for the Safer Choice Program			

Task 3.1:	<p>Materials for Safer Choice Outreach:</p> <ul style="list-style-type: none"> • 1 toolkit for Partners/Stakeholders • 4 sets of notes from outreach calls with product manufacturers • 1 plan for product manufacturers to highlight Safer Choice partnership • 1 plan for retailer to highlight Safer Choice partnership • 1 plan for outreach to environmental and health bloggers, to include developing talking points about the Safer Choice program for a broad audience • Multiple fact sheets for varied audiences • Up to 25 stock posts for Facebook account • Monitor internet for safer product issues and offer Safer Choice solutions, draft language to be developed • Develop outreach materials as needed such as Safer Choice partner maps. 	1 draft document or draft web page per instance	<p>Meeting or teleconference to refine requirements: 5 days after WACOR approval</p> <p>Draft : per direction from WACOR</p> <p>Final: per direction from WACOR</p>
Task 3.2: Market & Consumer Testing	Developing materials to support and conduct consumer testing of the Safer Choice label and/or market research	Strategy document, script/questionnaire.	Once per year and/or as directed by WACOR
Task 4: Safer Choice Awards Programs, DfE Initiatives, & Events			
	<ul style="list-style-type: none"> • Create webpage and draft awards program communications • Process awards applications and support compliance screening of award winners • Procure awards ceremony venue, awards materials, and other materials related to the Awards Program • Provide logistical support for Awards Program and associated activities on day of awards. 	As directed by WACOR	As directed by WACOR
Task 5: Safer Choice Website Support			
	<ul style="list-style-type: none"> • Website maintenance as needed • Up to 50 draft web page updates, including for SCIL and the Safer Choice product page • Webtool development (e.g., 1-5 widgets, Safer Choice Community, media pages, Safer Choice Partner Map) 	As directed by WACOR	As directed by WACOR
Task 6: Support for DfE Alternatives Assessments and TSCA Activities			

Task 6.1: Support for TSCA Activities	<ul style="list-style-type: none"> • Develop information summaries for relevant candidate priority chemicals • Support TSCA implementation activities, including stakeholder engagement, communications, and meetings 	To be determined	As directed by WACOR
Task 6.2: DfE Alternatives Assessments (AAs)	Respond to AA inquiries	To be determined	As directed by WACOR
Task 6.3: Support identification of TSCA priority chemicals within EPA Region 5	Gather information on alternatives, prepare outreach materials, and provide webinar support	To be determined	As directed by WACOR
Task 7: Conduct Scoping for New Safer Choice Product Categories			
	Research findings and evaluations for product level information and evaluation	4 new product categories	As directed by WACOR
Task 8: Support Activities of OECD Ad Hoc Group on Substitution of Harmful Chemicals			
	Update and maintain SAAT, and support workgroup activities	To be determined	As directed by WACOR

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number WA5-04			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-W-16-009			Contract Period 04/18/2016 To 04/17/2021 Base Option Period Number 4			Title of Work Assignment/SF Site Name Safer Choice Program and SCIL			
Contractor Abt Associates Inc.					Specify Section and paragraph of Contract SOW 2				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 04/18/2020 To 04/17/2021			
Comments:									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:			LOE:				
04/18/2016 To 04/17/2021									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name Alyson Lorenz <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code:			
						Phone Number: 202-564-1065			
						FAX Number:			
Project Officer Name Sheila Brown <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code:			
						Phone Number: 202-564-4651			
						FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code:			
						Phone Number:			
						FAX Number:			
Contracting Official Name Erin M. Ridder <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code:			
						Phone Number: 513-487-2155			
						FAX Number:			

WORK ASSIGNMENT

Title: Safer Choice Program and SCIL Logistical Support

Contract Number: EP-W-16-009

Work Assignment Number: 5-04

Period of Performance: 4/18/2020 to 4/17/2021

Contract-Level Contracting Officer Representative (CL-COR): Sheila L. Brown
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BACKGROUND AND PURPOSE:

EPA Office of Pollution Prevention & Toxics' (OPPT) Safer Choice program is a cooperative, voluntary program that works with industry members and other partners to promote pollution prevention and the use of safer chemicals, processes, and technologies. The Safer Choice program assists industry in making informed, environmentally responsible choices by providing technical information on risk, performance, and cost, and by providing standardized analytical tools for industry application. This work assignment provides logistical support to the Safer Choice program, including the Safer Chemical Ingredients List and the Safer Choice Community.

- The Safer Choice program encourages partners to formulate products to be environmentally safer, cost competitive, and effective. Currently, Safer Choice labels more than 2,000 products made by almost 500 companies. More information on the Safer Choice program is available on the Safer Choice website at: www.epa.gov/saferchoice.

- The Safer Chemical Ingredients List (SCIL) was developed through the Safer Choice program. Chemicals that meet Safer Choice criteria are suitable for listing. SCIL is a resource for: formulators interested in making safer products; health and environmental advocates seeking to encourage the use of safer chemicals; and consumers seeking information on the ingredients in safer chemical products.
- The Safer Choice Community is a web-based data system for the Safer Choice Program. The Community is a custom-built Salesforce system accessed by Safer Choice staff, contractors, third-party profilers, formulators, and chemical manufacturers.
- Under the Toxic Substances Control Act (TSCA), EPA may continue to identify and designate low-priority substances. The agency is currently developing approaches to identify candidates for future prioritization exercises, including using SCIL as a source for potential candidates.

Tasks 3, 4, and 5 below provide descriptions of the specific deliverables associated with the Safer Choice, SCIL, Safer Choice Community, and TSCA prioritization support, and their schedule. The Contractor shall attend meetings and prepare draft and final work products. EPA will provide input and review.

TASKS AND DELIVERABLES:

The WACOR will review all deliverables in draft form and provide revisions and/or comments to the Contractor. The Contractor shall prepare the final deliverables incorporating the WACOR's comments.

Section 508 compliance requirements. All deliverables shall comply with Section 508, Accessibility Standards of the Rehabilitation Act, of 1973 and Amendments of 1998. When preparing deliverables, the Contractor shall refer to the most recent version of the 508 Standards at: <https://www.section508.gov/manage/laws-and-policies>.

Contractor personnel shall, at all times, identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities including, but not limited to, actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 – Workplan and Monthly Progress Reports

The contractor shall prepare a work plan describing tasks, approach, schedule, estimated direct labor hours by task and labor level, budget with costs broken down by line item; and proposed staff names, hours, and project roles.

Task 2 – Quality Assurance Project Plan (QAPP)

The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following OPPT/EPA guideline. No work on

the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained

QA Requirements: A Quality Assurance Project Plan (QAPP) is required. A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> and the Contractor shall be responsible for the development and revisions to the QAPP.

The Contractor shall provide a QAPP(s) for the tasks in this work assignment within one month of workplan approval.

Task 3 – Logistical Support for the Safer Choice Program [Contract SOW, Task 2]

EPA allows safer products to carry the Safer Choice label. This mark enables consumers to quickly identify and choose products that can help protect the environment and are safer for families. Product manufacturers who become Safer Choice partners, and earn the right to display the Safer Choice logo on recognized products, have ensured that their ingredients and finished product line up on the green end of the health and environmental spectrum while maintaining or improving product performance and meeting other product-level requirements. The Safer Choice "Standard for Safer Products" comprises the requirements products and their ingredients must meet to earn the EPA Safer Choice label.

Task 3.1 – Web, Meeting, Document, and Correspondence Support for Safer Choice Program

The contractor shall support the Safer Choice program. Examples of support include: website improvement, attending or facilitating meetings (approximately 15-20) or conference calls (approximately 2-3), responding to and incorporating comments, preparing fact sheets and reports, taking notes at meetings, tracking information submitted to Safer Choice and Safer Choice Third Party Profilers; and for recognized products, keeping the website up-to-date, maintaining Safer Choice measures, providing standard correspondence with stakeholders, screening private label, alternate name, and product label submissions, and maintaining Safer Choice FAQs (Frequently Asked Questions). Specific comments to be addressed, information to be included, meetings to support, and other activities will be identified by the WACOR through written technical direction.

Task 3.2 – Track Partner Compliance for Safer Choice Program

The contractor shall support the Safer Choice program with Safer Choice Partner compliance monitoring, by reviewing labels and marketing materials for correct ingredient disclosure and references to Safer Choice, monitoring use of the Safer Choice label—including on products,

in marketing literature, and on company/vendor websites—for products that are no longer allowed to carry the Safer Choice label, and acquiring product samples for testing.

Task 3.3 – Updating Criteria for Safer Chemical Ingredients and the Safer Choice Standard

This task covers updating safer ingredient criteria and requirements in the Safer Choice Standard for the Safer Choice program. More information on the Safer Choice safer ingredient criteria is available on the Safer Choice web site at <http://www.epa.gov/saferchoice/standard>.

Updating and adding ingredient classes: The contractor shall assist Safer Choice in reviewing the list of functional classes of ingredients used in cleaning and other products, and update the list and priorities based on the most efficient grouping of the classes and an assessment of available data.

The contractor shall:

1. Identify and convene stakeholders.
2. Prepare meeting materials and facilitate discussions.
3. Develop draft and final updated versions of the Safer Choice Standard and associated Criteria for Safer Chemical Ingredients.

Task 3.4 – Providing Stakeholder Technical Support

The contractor shall provide technical support for stakeholders (formulators and chemical manufacturers) with questions about use of the Safer Choice Community. This task includes answering phone calls and emails from stakeholders, and helping stakeholders efficiently use the system.

Task 4: Safer Chemical Ingredients List (SCIL) Support [Contract SOW, Task 2]

The SCIL contains chemicals that meet the criteria of the Safer Choice program. This list of safer chemical ingredients is arranged by functional-use class and will assist product manufacturers in identifying chemicals that the Safer Choice program has already evaluated and identified as safer.

Task 4.1 – Maintaining the Safer Chemical Ingredients List (SCIL)

The contractor shall support maintaining the SCIL and the associated webpage. SCIL is available to the public and requires review and updating to maintain it long-term. The contractor shall assist with data management, chemical review information, and formatting information for the webpage.

Task 4.2 – Integrating SCIL into the Existing Data Structure

The contractor shall support incorporating information gathered for SCIL into the existing database of Safer Choice recognized products. This task also includes tracking the status of products based on the codes assigned to chemicals listed on SCIL.

Task 5: Support for Prioritization under TSCA [Contract SOW, Task 2]

The contractor shall support developing and implementing approaches for identifying potential low priority candidates under TSCA.

Task 5.1 – Develop Prioritization Approaches

The contractor shall support developing approaches for identifying potential low priority candidates under TSCA, including preparing prioritization approach documents, responding to stakeholder comments, and gathering and organizing supporting information for candidate chemicals.

Task 5.2 – Implement Prioritization Approaches

The contractor shall assist with the development of public-facing documentation for the identified low priority candidate chemicals and organizing and responding to stakeholder comments submitted during the formal prioritization process.

Task 6: Provide Documentation [Contract SOW, Task 2]

The Contractor shall submit copies of all background information, data and analyses used in the preparation of the case studies, telephone conversation notes, correspondence, company product literature, disk copies of final case studies in Word, and disk copies of spreadsheets, databases, graphics, and programs created under this work assignment.

DELIVERABLES AND SCHEDULE UNDER TASKS 3, 4, AND 5

In addition to the specific tasks summarized in Table 1, other deliverables and schedule in support of this task will be provided by the WACOR in written technical direction.

Table 1: SCHEDULE FOR DELIVERABLES:

The Contractor shall provide the following specific deliverables to the WACOR:

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
TASK 3: SUPPORT FOR THE SAFER CHOICE PROGRAM			
Task 2.1	Safer Choice Program Logistical Support <ul style="list-style-type: none"> • 2 website updates per month • 2 updates to listing of partners, private labels, and products per month in the form of an Access, Excel, Salesforce, or other similar database format 	1 electronic copy per instance	14 calendar days after receipt of the request, or within the delivery schedule approved by the WACOR
Task 2.2	Research findings and evaluations for product level information and chemicals	As directed by WACOR	As directed by WACOR
Task 2.2	Documentation of inappropriate use of the Safer Choice label on products, marketing materials, and websites	As directed by WACOR	As directed by WACOR
Task 2.3	Develop one draft update to Safer Choice Standard and updates to the Criteria for Safer Chemical Ingredients	1 + 1 draft updates	Meeting or teleconference to refine requirements: As directed by WACOR Draft: 90 days after meeting Final: 150 days after meeting
Task 2.4	Documentation of stakeholder questions and contractor answers	As directed by WACOR	As directed by WACOR
TASK 3: SUPPORT FOR THE SAFER CHEMICAL INGREDIENTS LIST (SCIL)			
Task 3.1	Semi-annual updates to SCIL; management of information and formatting of webpage	Semi-annual webpage updates	Semi-annually, unless directed otherwise by WACOR
Task 3.2	Integrating SCIL into the Existing Data Structure	As directed by WACOR	As directed by WACOR
TASK 4: SUPPORT FOR PRIORITIZATION UNDER TSCA			
Task 4.1	Developing Prioritization Approaches	As directed by WACOR	As directed by WACOR
Task 4.2	Implementing Prioritization Approaches	As directed by WACOR	As directed by WACOR

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number WA5-06				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-W-16-009			Contract Period 04/18/2016 To 04/17/2021 Base Option Period Number 4			Title of Work Assignment/SF Site Name Lead Rule Economics				
Contractor Abt Associates Inc.					Specify Section and paragraph of Contract SOW Tasks 1 (para 1-4), 1.5, 1.6, 3.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 04/18/2020 To 04/17/2021					
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
04/18/2016 To 04/17/2021										
This Action:						0				
Total:						0				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name William Silagi							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature) (Date)</div>							Phone Number: 202-564-8788			
							FAX Number:			
Project Officer Name Sheila Brown							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature) (Date)</div>							Phone Number: 202-564-4651			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature) (Date)</div>							Phone Number:			
							FAX Number:			
Contracting Official Name Erin M. Ridder							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature) (Date)</div>							Phone Number: 513-487-2155			
							FAX Number:			

STATEMENT OF WORK
Contract EPW-16-009
Work Assignment 5-6

TITLE: **Lead Rule Economics**

Contracting Office Representative (COR)

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Courier: Room 5326, WJC East Building, 1201 Constitution Ave NW, Wash. DC 20004

LEVEL OF EFFORT (LOE)

The appropriate LOE for this work assignment is 5,000 hours.

PURPOSE

Provide analytical support to EPA initiatives relating to lead-based paint hazards, including public and commercial buildings; renovation repair and painting in residences and child-occupied facilities; hazard standards and clearance levels; and other potential sources of lead exposure.

BACKGROUND

The purpose of this work assignment is to prepare economic analyses and other supporting analyses of rulemakings related to EPA's lead program. Title IV of the Toxic Substances and Control Act (TSCA) was enacted to assist the federal government in reducing lead exposures, particularly those resulting from lead-based paint. Section 402 (c)(3) of TSCA obligates EPA to determine whether renovation or remodeling activities in public buildings constructed before 1978 or commercial buildings create lead-based paint hazards. For those activities that create a lead-based paint hazard, EPA is further directed to revise its Lead-based Paint Activities Regulations, promulgated under TSCA section 402(a), to apply to those renovation and remodeling activities. This work assignment is intended to provide analytical support to the public and commercial building project and/or any other Agency initiatives related to lead hazards and potential sources of lead exposure.

TASKS

The following tasks describe the work that may be required to continue progress on the public and commercial building project and related lead projects. All tasks are contingent on the Agency's decisions regarding the direction and schedule of these projects.

Task 1 – Workplan – Section A, page 9; Section B.2, para c, page 10

- (A) The contractor shall submit a workplan that describes tasks; the planned approach, schedule, estimated direct labor hours by task and labor level; the budget with costs broken down by line item; and the names, hours, and project role of proposed staff.
- (B) This work assignment is **not** expected to require access to TSCA Confidential Business Information (CBI). However, if this work assignment does require access to TSCA CBI, the manager of this work assignment, as well as any staff working on reports that involve TSCA CBI, must be TSCA CBI cleared. They must also take supplementary CBI training designated by the EPA Contract-Level COR. Reports based on information drawn from TSCA CBI documents must be submitted to EPA as TSCA CBI, even if the contractor believes they have excluded CBI from the report.

This is in addition to complying with all TSCA CBI requirements in the contract and in EPA's *TSCA CBI Protection Manual*.

Task 2 – Quality Assurance Project Plan – Section J.2, page 61

The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following OPPT/EPA guideline. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained.

QA Requirements: A Quality Assurance Project Plan (QAPP) is required. A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at:

<https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> and the Contractor shall be responsible for the development and revisions to the QAPP.

Task 3 – Survey of the Public and Commercial Building Industry – Section J.1, task 1.5, para 1-2, p.55

Under work assignments 1-6, 2-6, and 3-6 of this contract, the contractor surveyed firms about the characteristics and incidence of renovation, repair, and painting (RRP) activities that disturb painted surfaces in public and commercial buildings, the methods that are used to conduct these activities, the work practices that are used to contain and clean the resulting dust, and the characteristics of the buildings. Under work assignment 4-6 of this contract, the contractor prepared a draft report on the survey results. Under this task, the contractor shall revise the draft, prepare a final report, and deliver a data set to be used as an input for the exposure assessment.

In order to preserve the anonymity of the respondents, the contractor shall not provide personally identifying information (PII) about the respondents to EPA or any other outside person or entity. This PII includes, at a minimum, the respondent's name, the respondent's phone number, the respondent's address, and the name of the organization the respondent works for. The contractor shall delete the PII in the raw survey data file and replace it with a tracking number that cannot be matched to PII. All PII will be stripped from any data files before they are conveyed to EPA or any other outside person or entity.

Task 4 –Draft Economic Analysis of RRP Options for Public and Commercial Buildings – Section J.1, task 1, para 1-4, page 53; Section J.1, task 1.5, para 1-2, p.55; Section J.1, task 1.6, para 1-6, page 56; Section J.1, task 3.3, para 1, page 59.

The contractor shall prepare a draft economic analysis of options to regulate RRP activities in public and commercial buildings. The draft economic analysis shall include the following sections: market profile; problem definition; cost analysis; benefits analysis; net benefits analysis; impact analysis, including impacts on small entities, and state, local, and tribal governments; environmental justice analysis; employment effects analysis; and sensitivity analysis. In addition to preparing an economic analysis, the contractor shall estimate the paperwork burden associated with these requirements. EPA will provide the exposure assessment estimates that shall be used to estimate the benefits of reducing exposure to lead-based paint.

Task 5 – Economic Analysis of Proposed Dust Lead Clearance Levels Rule –Section J.1, task 1, para 1-4, page 53; Section J.1, task 1.5, para 1-2, p.55; Section J.1, task 1.6, para 1-6, page 56; Section J.1, task 3.3, para 1, page 59.

The contractor shall complete the economic analysis of the proposed rule to revise the dust-lead clearance levels conducted under work assignment 4-6 of this contract. The contractor shall revise the economic analysis in response to technical direction from the EPA COR. There may be multiple rounds of revisions to the document during the period of performance of this work assignment.

Task 6 – Economic Analysis of Final Dust Lead Clearance Levels Rule –Section J.1, task 1, para 1-4, page 53; Section J.1, task 1.5, para 1-2, p.55; Section J.1, task 1.6, para 1-6, page 56; Section J.1, task 3.3, para 1, page 59.

The contractor shall prepare an economic analysis of the final rule to revise the dust-lead clearance levels to reflect public comments on the proposed rule analysis and regulatory changes in the final rule. The contractor shall revise the economic analysis in response to technical direction from the EPA COR. There may be multiple rounds of revisions to the document during the period of performance of this work assignment.

Task 7 - Supplementary economic analysis related to lead-based paint or related to other potential sources of lead exposure and associated health risks – Section J.1, task 1.6, para 1-6, page 56; Section J.1, task 3.3, para 1, page 59.

The contractor shall prepare supplementary research memos and reports, and prepare materials suitable for sharing research results through briefings or on-line, on topics related to the economic analysis of lead-based paint activities or other potential sources of lead exposure and associated health risks. The COR will designate the topics to be addressed, and dates/locations of any briefings requiring support, through technical direction. Examples of supplementary analyses include the following:

- Estimate the costs and benefits of other potential EPA initiatives relating to LBP hazards;
- Revise or create reports that address comments from EPA workgroups, EPA management, Office of Management and Budget, other agencies, and the public;
- Summarize and explain the data, assumptions, and analysis from existing reports;
- Revise existing reports to reflect changes in market data, risk data, or regulatory options, and to provide sensitivity analyses;

- Describe methodologies for economic analysis, identify information sources, and prepare literature surveys and bibliographies on topics identified by the COR;
- Summarize methods and results of economic analyses prepared under this work assignment so that the information can be used as inputs to other related EPA studies.
- Identify information needed from other EPA studies that will serve as inputs to analyses prepared under this work assignment.
- Comment on reports identified by the COR;
- Provide a written summary of points made at a meeting relevant to assessing economic impacts of EPA decisions;
- Arrange for peer review of economics reports identified by the COR;
- Prepare briefing handouts and visuals describing results of economic analysis conducted under this work assignment; present briefing(s) on results of economic analysis; provide additional support as needed for briefings and presentations; and
- Support Agency preparation of Information Collection Requests (ICRs) by estimating the burden on industry and government of Agency data collection, and revising the draft report in response to comments by the COR.

Task 8 - Public Docket and Other Documentation –Section J.1, task 3.3, para 1, page 59.

The contractor shall organize, annotate, summarize and submit information from paper and electronic files accumulated during the course of this work assignment, including documents required for a public docket. The contractor shall provide the following documentation to the COR: copies of all relevant background information, data and analyses used in the report preparation, including referenced articles, relevant pages from books and reports, survey questionnaires, trip reports, telephone conversation notes, correspondence, company product literature, disk copies of final reports, spreadsheets, databases, and programs created under this work assignment, in formats compatible with the Agency's automated environment.

SCHEDULE OF DELIVERABLES

Copies of all deliverables shall be submitted to the COR for review and approval. The contractor shall revise the deliverables to reflect the COR's comments.

The contractor shall meet the following schedule:

<u>Task#</u>	<u>Deliverables</u>	<u>Due Date</u>
1	Workplan	15 days after WA received
2	QAPP	As dictated in COR technical direction
3	Industry survey	May 20, 2020
4	Draft P&CB economic analysis	April 17, 2021
5	Clearance proposal economic analysis	May 29, 2020
6	Clearance final economic analysis	October 30, 2020
7	Supplementary analyses	As dictated in COR technical direction
8	Public docket and documentation	As dictated in COR technical direction